



# **ELEMENT ONE**

***Designation of  
State-  
and  
Local-Level  
Equal Opportunity Officers***

***(29 CFR 37.23-28)***

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## Designation of State- and Local Level Equal Opportunity Officers

(29 CFR 37.23-28)



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### The Requirement

Designation of State and local-level EO Officers (37.23): Every RECIPIENT must designate an Equal Opportunity officer, except small recipients and service providers.

### Definition of Recipient

Recipient means: Any entity to which financial assistance under WIA Title I is extended, either directly from the USDOL or through the Governor or another recipient, excluding the ultimate beneficiaries of WIA Title I funded programs or activities.

### Purpose

The intent of this section is to ensure that any individual the recipient appoints an Equal Opportunity (EO) Officer has the education, training, and experience and the necessary on-going training and qualified staff, to perform his or her duties as assigned under 29CFR Part 37. Additionally, the EO Officer should not be in a position that would constitute a conflict of interest. The state must assure that on EO matters, the EO Officers report directly to the agency head.

### Narrative

- **Each individual designated as a State-level Equal Opportunity Officer and each individual designated as a local-level Equal Opportunity Officer, by name, position title, business address (including e-mail address if applicable) and telephone number (including TDD/TTY number). (See 29CFR37.23) The level within the organization (described in such terms as the individual's authority and position relative to the top of the hierarchy) occupied by the EO Officer(s). (See 29 CFR 37.24) The duties of the EO Officer(s), and the manner in which those duties are carried out. (At a minimum, duties assigned to the EO Officer must include those listed in 29 CFR 37.25) Describe both the EO duties, responsibilities and activities associated with the implementation of 29 CFR Part 37, and all other duties, responsibilities and activities.**

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In accordance with the Department of Labor's regulations at 29 CFR Part 37, the Arizona Workforce Development Administration (WDA) has designated Mr. Sulé Issifu, Administrative Support Manager, as WIA Equal Opportunity Officer to be responsible for ensuring that all WIA programs are operated in a nondiscriminatory manner (see Attachment 1: WDA Organizational Chart, Job Descriptions and Area Responsibility List). The State-Level EO Officer is designated by and reports directly to Mr. John L. Clayton, Director, Department of Economic Security. Mr. Issifu also reports to the appropriate top official (including, but not limited to, the State WIA Director, Governor's WIA liaison, Job Corps Center Director, SESA Administrator or LWIA grant recipient) about equal opportunity matters, and undergoes training (at recipients expense) to maintain competency, if the Director requires him/her, and/or his/her staff, to do so; and oversees the development and implementation of the recipient's Method of Administration under 29 CFR 37.54.

The State-Level EO Officer's designated duties under 29 CFR 37.25 include, but are not limited to: coordinating responsibilities under 29 CFR 37; development and review of written policies to ensure that all policies are nondiscriminatory; Methods of Administration development, implementation and maintenance; monitoring and investigating recipients activities related to nondiscrimination and equal opportunity obligation; complaint policy development and implementation of the complaint procedure; diversity implementation and liaison with the Civil Rights Center (CRC).

The Administrative Support Manager's duties and responsibilities do not create a conflict of interest or an appearance of a conflict of interest with the responsibilities as EO Officer.

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The name of the State EO Officer has been provided to all the Local Workforce Investment Areas (LWIA's) staff by letter (Attachment 3: Dave's letter to Local Areas) and the Equal Opportunity Is the Law poster (Attachment 4) has been distributed and is to be posted wherever WIA services are provided. Arizona Department of Economic Security Office of Equal Opportunity is identified on the poster as the office for initial contact for all complaints. WIA-specific complaints will be referred to the State WIA EO Officer identified below:

**Mr. Sulé Issifu**  
**State WIA EO Officer**  
**1789 West Jefferson**  
**Site Code 920Z**  
**Phoenix, AZ 85007**  
**sissifu@de.state.az.us**  
**TDD/TYY number (602) 271-9633**

- **The manner in which the recipient makes known the identity of the EO Officers to applicants, registrants, participants, employees, and any members of the public (29 CFR Part 37.26(a), (b); 37.27; 37.28):**

In the State of Arizona, registrants, eligible applicants, participants, claimants, employees and applicants for employment, as well as interested members of the public and any other, are made aware of the EO Officer through the state's nondiscrimination poster, administrative orders, policies, and letters. Equal Opportunity Officer contact information appears on all internal and external communications about nondiscrimination and EO programs.

- **The level of staff and other resources available to State- and Local-level EO Officer(s) to ensure that WIA Title I-financially assisted programs and activities operate in a nondiscriminatory way (See 29 CFR 37.2(c))**

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The ADES employs sufficient staff and adequate resources to ensure compliance with the nondiscrimination and equal opportunity provisions of Section 188 of the WIA in accordance with 29 CFR 37.26. (See EO Office Organization Chart)

Furthermore, at the state level, the EO Officer is supported by full-time WDA staff including, but not limited to, clerical support, monitoring, computer services, policy and procedures unit.

The WDA is housed in its own unit within DES and is a self-sufficient, self-contained operation. The WDA has its own file room, conference room, reception area, and staff offices. The WDA has fax machines, copiers, a scanner and computer system.

The total WIA State of Arizona allocated funds stand at approximately \$47 million per year. The amount budgeted for State fiscal year 2001 (7/1/00-6/30/01) for WIA staff cost is \$1.9 million.

All WIA staff salaries, including the EO Officers' salary come from 5% State Administrative set-aside money.

- **The states' plan for ensuring that State and Local level EO Officers and their staff are sufficiently trained to maintain competency (29 CFR Part 37.26(d)):**

Both the State and Local Area Equal Opportunity Officers attend annual training and education opportunities in order to maintain subject expertise and competency. Since they are required to advise, consult and educate management, staff, partners, and consumers, it is imperative that they maintain the highest degree of proficiency. To accomplish that end, ADES supports education and training opportunities for all EO Officers' statewide (See Staff Training Attachment 7).

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The EO Officers are provided with on-going training in various areas of EO such as the Americans with Disabilities Act, complaints, Family and Medical Leave Act, sexual harassment and diversity, to ensure they are capable of fulfilling EO responsibilities. The training is made available through various sources such as national conferences, "Seminars In Excellence" courses, state-level meetings and training, privately contracted training, in-house developed training and professional journals. The ADES is committed to making training available to the EO Officers to ensure they are capable of fulfilling their responsibilities in the enforcement of EO and other nondiscrimination laws under WIA.

- **A description of the professional and support staffing levels and resources provided to each State- and Local-level EO Officer to assist him or her in ensuring compliance with WIA Section 188 and Part 37.**

The Workforce Development Administration employs sufficient staff and adequate resources to ensure compliance with the nondiscrimination and equal opportunity provisions of Section 188 of the WIA. The State EO Officer has all statewide resources available to him/her including support from the highest state officials. Within the WDA, the EO Officer has a support staff of three with additional individuals available on a consultation basis.

**Local level EO Officers have at their disposal the services and support of their clerical unit and complete services of all various Local WIA administrations.**

**(See Attachment 6: WDA Budget)**

- **The type and level of training each State- and Local-level EO Officer has received and will receive to ensure that he or she is capable of fulfilling his or her responsibilities as an EO Officer.**

The state provides training through the Seminars in Excellence (See attached training outline) to ensure that state and local EO officers receive adequate training in order to fulfill their responsibilities as an EO Officer.

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- **The means by which the State makes public the names, position titles and telephone numbers (including TDD/TTY numbers) of each State- and Local-level EO Officer.**

As required by 29 CFR 37.26, dissemination of the EO Officer designation must include, but is not limited to: identification by name, position, title, business address, e-mail address (if applicable), and telephone number (including TDD/TTY number on all internal and external communication regarding nondiscrimination and equal opportunity provisions). (See attachment.)

- **A description of any duties, other than WIA equal opportunity responsibilities.**

Assigned to each state and local level EO Officers are offered duties which include but are not limited to:

- Supervision
- Daily administrative procedures
- Operational responsibilities
- Facility maintenance
- Requisition and procurement
- Correspondence coordination

- **List of Arizona 15 WIA Local Area and Tribal EO Officers**

The State of Arizona has 15 designated local areas under the Workforce Investment Act. Each local area has identified an Equal Opportunity Officer. Listed below are the names and job titles for the State of Arizona 15 Local Workforce Investment Area EO Officers.

### Apache County

Ms. Donna Stock, Director  
P. O. Box 606  
Springerville, AZ 85938  
928/333-4454, dstock@co.apache.az.us



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### **City of Phoenix**

Mr. Beverly Marsh, Administrative Assistant II  
200 W. Washington, 19th Fl.  
Phoenix, AZ 85003-1611  
602/534-9672, beverly.marsh@phoenix.gov  
Reports directly to Mr. Neil Young, Deputy Director Workforce Connection  
Division

### **Cochise Private Industry Council, Inc.**

Ms. Susan Kress-McCathern  
Executive Administrative Assistant  
650 E. Wilcox  
Sierra Vista, AZ 85635  
520/458-4200 x116 skress@cpic-cas.org  
Reports directly to Ms. Vada Phelps, Executive Director

### **Coconino County**

Mr. Cixto Valdivia  
110 E. Cherry Ave.  
Flagstaff, AZ 86001-4627  
928/522-7900, cvaldivia@co.coconino.az.us

### **Gila/Pinal**

Ms. Barbara Valencia, EEO, LWIB  
P. O. Box 2778  
Globe, AZ 85502  
928/425-7631 bvalencia@co.gila.az.us  
TDD/TTY 928/425-0839

### **Graham County Employment and Training**

Mr. Terry Cooper, County Manager  
826 W. Main St.  
Safford, AZ 85546  
520/428-3250, tcooper@graham-cnty.az.gov  
Reports directly to Graham County Board of Supervisors



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### **Greenlee County Employment & Training Program**

Ms. Evangelina Esquivel, Director  
P. O. Box 1537  
Clifton, AZ 85533  
928/865-4151, vesquival@aznex.net

### **Maricopa County**

Mr. Rudy Barcelo, Quality Assurance Specialist  
2801 W. Durango St., Suite 22B  
Phoenix, AZ 85009  
623/934-3231, rbarcelo@mail.maricopa.gov  
Reports directly to Ms. Darcy Bucholz, Director

### **Mohave-LaPaz Consortium**

Ms. Susie Duranceau, Director  
P. O. Box 7000  
Kingman, AZ 86402  
928/753-0736 Susie.Parel-Duranceau@co.mohave.az.us  
TDD/TTY 520/753-0726

### **Navajo County**

Ms. Tina Gamboa, Administrative Assistant  
155 W. Center St.  
Snowflake, AZ 85937  
928/536-3669 tgamboa02@frontiernet.net  
Reports directly to County Attorney

### **Pima County**

Ms. Rosemary CoraCruz, Reemployment Supervisor  
32 N. Stone, 16th Fl.  
Tucson, AZ 85701  
520/629-0450, rcoracruz@csd.co.pima.az.us  
Reports directly to Mr. Hank Atha, Director

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### **Santa Cruz Private Industry Council, Inc.**

Mr. Carlos Rivera  
2150 N. Congress Dr.  
Nogales, AZ 85621  
520/761-7800, crivera@co.santa-cruz.az.us  
Reports to Mr. Dennis Miller, County Manager

### **Yavapai County - Northern Arizona Council of Governments**

M. Gayle Davison, Operations Manager  
119 E. Aspen Ave.  
Flagstaff, AZ 86001-5296  
928/774-1895 gdavison@nacog.org  
TDD/TTY 1800-367-8939  
Reports directly to Ms. Teri Drew, Regional Director and Mr. Kenneth Sweet,  
Executive Director

### **Yuma Private Industry Council, Inc.**

Ms. Nidia Herrera, Equal Opportunity Coordinator  
3834 W. 16th St.  
Yuma, AZ 85364  
928/329-0990 x160, nherrera@ypic.com  
Reports directly to Ms. Mary J. McCormick, Administrative Director at  
928/329-0990

### **REPAC**

Ms. Diane Russell, EO Officer  
P. O. Box 778  
Globe, AZ 85502  
928/425-7631 drussell@co.gila.az.us

### **Cocopah Indian Tribe**

Ms. Robin Ayala, Human Resource Director  
County 15 and Avenue G  
P. O. Box 1980  
Somerton, AZ 85350  
928/627-2102

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### **Colorado River Indian Tribes**

Mr. Franklin McCabe, Tribal Employment Rights Office Director  
Route 1, Box 23B  
Parker, AZ 85344  
520/669-1380

### **Gila River Indian Tribe**

Mr. Joseph Manuel or Ms. Lawanda Pablo, Tribal Employment Rights Office  
Director/Compliance Officer  
P. O. Box 97  
Sacaton, AZ 85247  
520/562-3252

### **The Hopi Tribe**

Mr. Brent Honahni, Tribal Employment Rights Office Director/  
Compliance Officer  
P. O. Box 123  
Kykotsmovi, AZ 86039  
520/734-3166

### **The Hualapai Tribe**

Mr. Everett Manakaja, Jr., Tribal Employment Rights Office  
Director/Compliance Officer  
P. O. Box 179  
Peach Springs, AZ 86434  
520/769-2216/17

### **Inter-Tribal Council of Arizona, Inc.**

Mr. John Lewis, Executive Director  
2214 N. Central Avenue, Suite 100  
Phoenix, AZ 85004  
602/258-4822

### **Pasqua Yaqui Tribe**

Mr. Ron Etsitty, Human Resource Director  
7474 W. Camino de Oeste  
Tucson, AZ 85746  
520/883-5046

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### **Quechan Indian Tribe**

Mr. Terry Gillam, Tribal Employment Rights Office Director  
P. O. Box 1899  
Yuma, AZ 85366  
760/572-0213

### **Salt River Pima-Maricopa Indian Community**

Ms. Robin Enos or Ms. Lelia Lewis  
10005 E. Osborn  
Scottsdale, AZ 85256  
480/874-8000

### **San Carlos Apache Tribe**

Mr. Hutch Noline, Tribal Employment Rights Office Director  
P. O. Box 0  
San Carlos, AZ 85550  
520/475-2803

### **Tohono O Odham Tribe**

Ms. Marlo Enos or Mr. Willard Manuel, Compliance Officers  
P. O. Box 837  
Sells, AZ 85634  
520/383-3304

### **White Mountain Apache Tribe**

Mr. Danny Sedillo, Tribal Employment Rights Office Director  
P. O. Box 520  
Whiteriver, AZ 85941  
520/338-1012

### **Yavapai Apache Nation**

Ms. Lana Hazelwood, Tribal Employment Rights Office Director  
2400 W. Datsi  
Campe Verde, AZ 86322  
928/567-0594 x20